



DIRECTOR OF INTERNAL AUDIT Chesterfield County Government

Chesterfield County, Virginia (Richmond-Metro Area), a recognized leader and award winning local government, is seeking an experienced, knowledgeable, and collaborative leader to plan, coordinate, and direct the activities of the Department of Internal Audit, which includes performance, financial, compliance, and special audits for evaluation and assessment of internal controls to mitigate risks and to safeguard public assets for Chesterfield County Government and Chesterfield County Public Schools.

Chesterfield, a suburban county of 446 square miles, is centrally located in the Commonwealth with a population of approximately 323,000 residents. Chesterfield is the corporate location for many small businesses as well as large international companies and has a national reputation as one of the most affluent and most educated localities in the country. Chesterfield is proud to be the recipient of the prestigious U.S. Senate Productivity and Quality Award gold medallion, the Award for Continuing Excellence (ACE) and holds AAA bond ratings from all three rating agencies, one of only 25 counties nationwide.

Under the general direction of the Deputy County Administrator for Management Services, the Director of Internal Audit has the following responsibilities:

- develop internal audit policies, procedures, and work standards by applying the appropriate audit methodologies
- conduct comprehensive audit examinations to identify appropriate controls, key business risks, and compliance with state and federal rules and regulations
- partner with departments to properly assess current practices and evaluate county and schools operations to improve effectiveness and efficiency of services
- prepare complex analyses, studies and reports to ensure audit findings are properly documented and audit evidence is sufficient.
- provide advisory and consultation services to departments, County Administrator, School Superintendent, Board of Supervisors, and School Board on audit findings with recommendations for corrective actions to reduce risk, strengthen controls, and improve performance
- provide training to management on internal controls, business risks, fraud, and other related topics
- promote high levels of ethical awareness and coordinate the compliance and ethics program to include oversight of the county's fraud, waste and abuse complaints
- monitor implementation of audit recommendations proposed by Internal Audit, as well as external auditors, to ensure corrective actions have been implemented to mitigate risks
- implement strategic initiatives and directives to support the mission, goals and objectives of the organization while fostering a culture of continuous improvement

Successful candidates should possess the following qualifications:

- strong management and effective leadership to deliver high quality services in an efficient manner
- ability to partner and collaborate with multiple groups in developing solutions to meet the needs of the county
- excellent analytical skills yet creative, with a strong focus on operational efficiency in government or in a complex organization
- skill in organizing resources, establishing priorities and problem-solving
- strong commitment to the overall success of the organization
- think independently and possess a "big picture" vision and strategic perspective
- self-starter, hardworking, with a results-driven approach to management
- possesses a strong character of ethics and integrity with a high standard for excellence
- short and long-term strategic initiatives that support continuous improvement and excellence in the organization

Candidates must possess a bachelor's degree in accounting, business administration, finance or related field (master's degree preferred) and a minimum of ten years progressively responsible experience in accounting, financial and/or internal audit, (preferably government experience) including a minimum of five years in a supervisory/leadership capacity, or an equivalent combination of training and experience. Certification as a Public Accountant (CPA) or Internal Auditor (CIA) is required.

A pre-employment drug test and an extensive background investigation including fingerprinting for an FBI criminal check are required.

This recruitment will remain open until **November 18, 2013 at 5 p.m.** Interested applicants should submit a confidential resume with cover letter and salary requirements to:

Mary Martin Selby, Director of HR Services
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
Email: executivesearch@chesterfield.gov
(804) 748-1551

An Equal Opportunity Employer Committed to Workforce Diversity

Chesterfield County, Virginia

Announces Recruitment For

Director of Internal Audit

Management Services Division

October 2013

Opportunity to:

- *Work for a nationally respected and award winning local government that values both team-work and individual contribution*
- *Become part of an outstanding and highly stable team of elected and appointed officials*
- *Lead a team of dedicated personnel consisting of experienced professionals*
- *Live and work in an exceptional community*



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Living in Chesterfield County

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations, and 60 percent of the corporate headquarters in the country.

Chesterfield County is part of the Richmond/Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 446 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of Virginia beaches, the Blue Ridge Parkway and Washington, D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the third largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 125,000 persons by 2025. According to the 2010 census, the county has approximately 323,000 residents. About 68.3% of the population is White, 21.9% is Black or African American, 7.2 % is Hispanic or Latino, 3.3% is Asian, less than 1% is Native Hawaiian and Other Pacific Islander and 3.4% is classified as "some other race." The median age of a county resident is 36.3 years.

Education is a top priority for Chesterfield. The county is responsible for its own public school system. With more than 59,000 students, it is the largest school system in the area and has established innovative programs to serve



an increasingly diverse student body.

There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 103 clear days and 113 days of precipitation (including 14 inches of snow). January has an average temperature of 26 degrees and July has an average temperature of 88.

The Chesterfield County Government

Virginians take pride in their long tradition of reliable government. The state and local tax rate is one of the lowest in the country, yet Virginians expect and receive a high level of government services. The corollary of good government is fiscal integrity. Virginians operate their local governments according to sound business

principles. These principles of good government, fiscal integrity and public-private partnerships are evident in Chesterfield County.

The county provides robust local government services, including public water and sewer utilities, mental health support services, fire and emergency medical services, sheriff and police protection.

Chesterfield has no incorporated towns. It is divided into five magisterial districts, each represented by one official elected to serve a term of four years. These elected officials comprise the Board of Supervisors, the legislative body of Chesterfield. The Board of Supervisors elects a chairman from its membership for a one-year term.

The Chesterfield County Government (Continued)

(Continued from page 1)

The board also employs a county administrator who serves as the county's chief administrative officer under the board's direction. The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the county's affairs through its appointed administrative officials. Chesterfield County is dedicated to quality performance with a focus on excellence in customer service and continuous improvement.

Financial Facts:

- The county holds AAA ratings from all three major bond rating agencies.
- The county holds both the Award for Distinguished Budget Presentation and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.



Chesterfield County Courthouse

- The FY2014 budget for the county totals \$1.1 billion, with the two largest components of the budget being the county's general fund (\$736.1 million) and the school fund (\$590.1 million).
- Government assets valued at \$1.3 billion are distributed throughout the county's land area of 446 square miles.

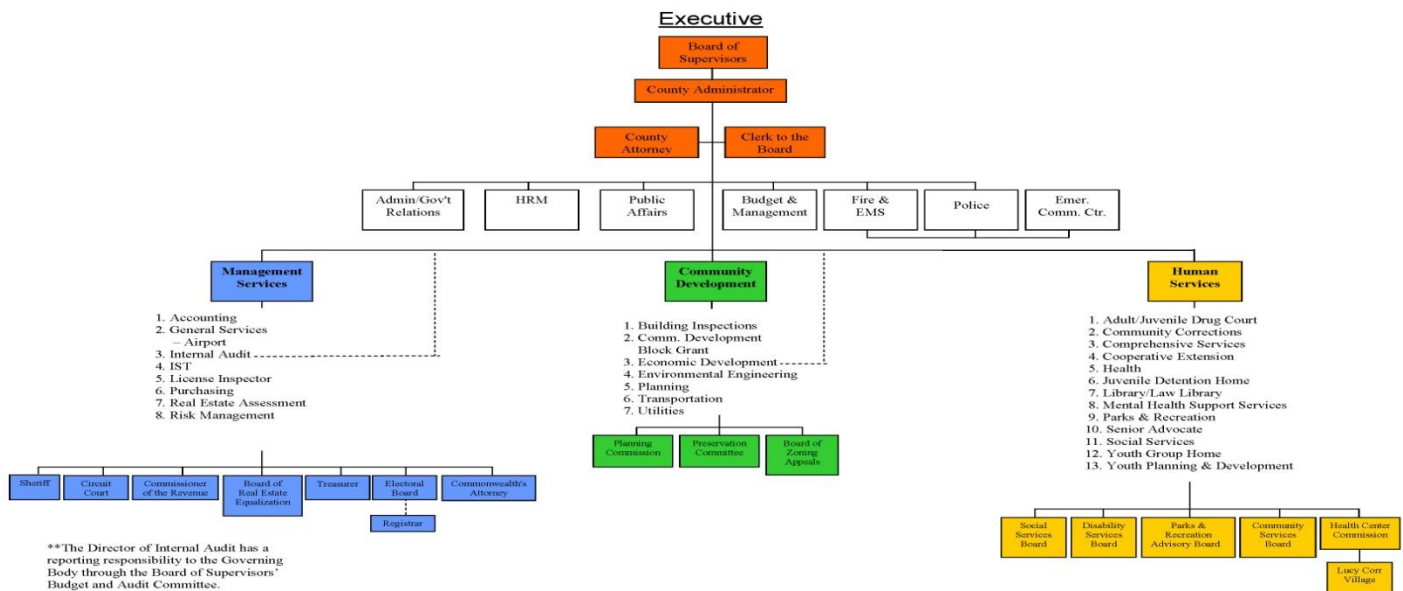
Awards Earned:

- In 2012, Chesterfield County achieved a ranking of 16 on *Training Magazine's* top 125 employers that provide outstanding employee development opportunities.
- Chesterfield County received 9 achievement awards from the National Association of Counties (NACo) in 2013.

- In 2012, for the sixth time, Chesterfield County was designated as one of the 100 best Communities for Young People by America's Promise-The Alliance for Youth.
- Chesterfield County received the Diversity All Star Award from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.
- In 2004, Chesterfield County was selected as the 17th Best Place to Live in America by *American City Business Journal*.
- Chesterfield County received the Award for Continuing Excellence (ACE) in 2004.
- In 1994, the county received the Gold Medallion Senate Productivity Award.

Chesterfield County is dedicated to quality performance with a focus on excellence in customer service and continuous improvement.

Chesterfield County Organizational Structure



Chesterfield County Mission and Strategic Goals

Providing a FIRST CHOICE community through excellence in public service.

1. To be exemplary stewards of the public trust and a model for excellence in government
2. To provide consistently excellent customer service
3. To be known for an extraordinary quality of life
4. To be the safest and most secure community of its size
5. To be the employer of choice
6. To be the FIRST CHOICE business community
7. To be responsible protectors of the environment

Director of Internal Audit Profile

Overview

The mission of the Department of Internal Audit is to work with management to provide the citizens and students of Chesterfield County an efficient, customer oriented government with the highest ethics and integrity. The Department of Internal Audit serves as an independent review and evaluation function to conduct and evaluate financial, performance and data processing audits of programs, functions, and activities as a service to Chesterfield County Government and Chesterfield County Public Schools. The department is comprised of nine employees and has an annual operating budget of \$836,000.

The Director of Internal Audit will plan, coordinate, and direct the activities of the Internal Audit Department, which includes performance, financial, compliance, and special audits for evaluation and assessment of internal controls to mitigate risks and to safeguard public assets. The director will lead the department, under the operating guidelines of the Generally Accepted Government Auditing Standards (GAGAS), in establishing a comprehensive internal audit plan and objectives using an independent, systematic, and disciplined approach to determine the priorities for internal audit activities.

The director will have direct responsibility for internal audit activities, to include, develop internal audit policies, procedures, and work standards by applying the appropriate audit methodologies; conduct comprehensive audit examinations to identify appropriate controls, key business risks, and compliance with state and federal rules and regulations; partner with departments to properly assess current practices and evaluate county and schools operations to improve effectiveness and efficiency of services; prepare complex analyses, studies and reports to ensure audit findings are properly documented and audit evidence is sufficient; provide advisory and consultation services to departments, County Administrator, School Superintendent, Board of Supervisors, and School Board on audit findings with recommendations for corrective actions to reduce risk, strengthen controls, and improve performance; provide training to management on internal controls, business risks, fraud, and other related topics; promote high levels of ethical awareness and coordinate the compliance and ethics program to include oversight of the county's fraud, waste and abuse complaints; monitor implementation of audit recommendations proposed by Internal Audit, as well as external auditors, to ensure corrective actions have been implemented to mitigate risks; and implement strategic initiatives and directives to support the mission, goals and objectives of the organization while fostering a culture of continuous improvement.

The Internal Audit Director (County Auditor) reports to the County Administrator for audit-related tasks, and to the Deputy County Administrator of Management Services for administrative processing and supervision. The County Auditor provides updates to the Board of Supervisors and Budget and Audit Committee. The Director of Internal Audit serves as an integral part of the Management Services Division leadership team.

Education and Experience

- Bachelor's degree in accounting, business administration, finance, or related field is required; Master's degree is preferred.
- Minimum of ten years of progressively responsible experience in accounting, financial and/or internal audit, (preferably government experience) including a minimum of five years in a supervisory/leadership capacity, or an equivalent combination of training and experience.
- Certification as a Public Accountant (CPA) or Internal Auditor (CIA) is required.

Personal Traits

- Ethical with high level of integrity and trustworthiness
- Solid leader with exceptional written & verbal communication skills
- Collaborator and consensus builder
- Self-motivated and committed
- Strategic thinker with ability to see "big picture"
- Strong analytical and problem-solving skills
- Tact and diplomacy
- Sound independent judgment with critical decision-making skills
- Works well under pressure with timely results
- Resourceful with solid consultative abilities
- Ability to develop and sustain effective working relationships with internal and external stakeholders

Professional Skills and Management Style

- Strong management and effective leadership to deliver high quality services in an efficient manner
- Ability to partner and collaborate with multiple groups in developing solutions to meet the needs of the county
- Excellent analytical skills yet creative, with a strong focus on operational efficiency in government or in a complex organization
- Skill in organizing resources, establishing priorities and problem-solving
- Strong commitment to the overall success of the organization
- Think independently and possess a "big picture" vision and strategic perspective
- Self-starter, hardworking, with a results-driven approach to management
- Possesses a strong character of ethics and integrity with a high standard of excellence
- Short and long-term strategic initiatives that support continuous improvement and excellence in the organization

Performance & Expectations

Technical Knowledge: Knowledge of general and governmental principles and practices of accounting, auditing and internal controls; applicable state, federal, and local laws, rules, and regulations concerning accounting and auditing procedures; proven knowledge and skill in applying auditing standards, practices, and techniques; comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and Generally Accepted Government Auditing Standards (GAGAS); procedures and methods of research, analysis, and reporting; and county government and school board functions and operations.

Administrative Management: Ability to plan, organize, direct, coordinate and administer the services and programs of the Internal Audit department; communicate effectively with departments, senior leadership, and boards/committees to convey audit objectives, evaluations, conclusions, and recommendations, both orally and in writing; prepare and present varied and complex financial statements, reports, and analyses; maintain objectivity and make sound, logical decisions; apply municipal codes, state and federal laws, as appropriate; interpret policies, rules and regulations; develop and maintain effective record-keeping systems and procedures; organize resources, establish priorities and problem-solve; strong project management abilities; work with complex information systems and technologies.

Partnering/Collaboration: Excellent communication skills, including the ability to listen to and communicate with various segments of the community; partner and collaborate with local, state and federal entities; maintain positive, cooperative working relationships with county departments, external auditors, and various boards/commissions; and work closely with elected officials, County Administrator, and Deputy County Administrator to keep them informed on a regular and timely basis of important issues.

Human Resource Leadership: Strong interpersonal and communication skills to effectively communicate the county's goals and needs to department staff; ability to inspire and motivate employees and display fairness in dealing with staff; demonstrate a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of staff.

Budget and Finance Skills: Ability to successfully manage and understand complex financial information including budgets, documents, automated systems and activities.

Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will be offered a comprehensive benefits package to include:

- Virginia Retirement System Retirement Plan
- Executive Leave Benefit
- Paid Holidays
- Direct Deposit
- Development through Chesterfield University
- Tuition Assistance Program
- Employee Assistance Program
- Health and Dental Insurance
- Paid Time Off Benefit
- Group Life Insurance
- Employee Assistance Program
- Short-Term and Long-Term Disability
- Flexible Spending Accounts
- Deferred Compensation

For More Information Visit:
www.chesterfield.gov



**An Equal Opportunity Employer
Committed to Workforce Diversity**

Application Process

The application deadline date is **November 18, 2013 at 5 p.m.**
Interested applicants should submit a confidential resume with cover letter and present salary requirements to:

Mary Martin Selby, Director of HR Services
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are preferred and should be directed to
executivesearch@chesterfield.gov

Pre-employment drug test & extensive background check required.